

# INDOT PERMIT APPLICANT'S LIST: OUTDOOR ADVERTISING SIGN

Permit applicant:  
EPS Tracking #:

## Instructions:

- Apply using EPS (<https://eps.indot.in.gov>). If you're a new user, set up an account.
- Templates and instructions for affidavit forms can be found on our [Permits Forms webpage](#).
- This list provides a guide of minimum requirements; INDOT may require more info/documentation.

## GENERAL LOCATION REQUIREMENTS

**Location subject to outdoor advertising control:** A state permit is only required if adjacent to a **Control Route**. Check [Control Route map](#) or with District Permit staff if there are questions. *No new signs are allowed on scenic byways.*

**Zoning, spacing requirements:** Signs are only permitted only on property zoned **commercial** or **industrial** (or within 600 feet of a qualifying business if the property is unzoned), and must meet spacing requirements from other permitted signs and features. For more information see [INDOT Guide to Outdoor Advertising](#).

**Access:** The application must clearly show how the sign owner will access the location for construction and maintenance of the sign via access *that is not state right-of-way*.

## REQUIRED DOCUMENTATION

**Survey map**, showing right-of-way, sign location, and distance to any applicable features (other nearby signs, ramp, qualifying business if unzoned, etc.) completed by Indiana surveyor identified by registration number.

**Affidavit of property owner's consent** to the sign being located on the property. Either:

- **Property owner consent affidavit, notarized;** or
- **Sign owner affidavit of consent, notarized** (if the property owner has consented but has not completed affidavit)

*Property and property owner listed on the above document must be consistent with what is on the application and on other documents.*

**Structural plans** for sign, showing material, height, size, type, number of supports, and other details that match what is entered into EPS. *If the sign has electrical connection, details of that supply connection must also be included.*

## Zoning

### If zoned:

**Documentation required:** Either

- **Zoning affidavit by zoning official, notarized;** or
- **Zoning affidavit by sign owner, notarized; AND**
- Documentation must also show the zoning for a 2-mile radius around the proposed location.
- Include minutes of the local zoning decision and/or comprehensive plan that most recently changed the zoning of the parcel.

### If unzoned:

Identify the qualifying business within 600 feet in application.

## OTHER REQUIREMENTS

**Staked location:** Include dated photo(s) of the staked location and surrounding area.

**Application fee:** \$100 (nonrefundable): Payable via EPS by credit card or in.gov subscriber account.

## Special requirements for changeable message signs (such as digital billboards) ONLY

**Residences within 300 feet:** Not allowable unless any owner(s) of residential property gives consent in writing (if necessary, upload documentation of consent to EPS).

**Emergency contact(s):** At least 1-2 persons (name and phone number) provided in the event of a sign malfunction. The primary emergency contact should be the **Contact Person** listed in the application on EPS. *If listing backup emergency contact(s), please list in a document and upload the attachment to EPS.*